



CANNON BUILDING  
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**STATE OF DELAWARE**  
**BOARD OF NURSING HOME ADMINISTRATORS**

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PUBLIC MEETING MINUTES:	<b>BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS</b>
MEETING DATE AND TIME:	<b>Tuesday, May 12, 2015 at 1:00 p.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Cannon Building, Second-Floor Conference Room B
MINUTES APPROVED:	July 14, 2015

**MEMBERS PRESENT**

Mike Salitsky, Professional Member, President  
E. Ray Quillen, Professional Member, Vice President  
Jane Ketterman, Professional Member, Secretary  
Tim Bane, Public Member  
Cecilia Jones, Public Member  
Jenifer Vaughn, Public Member  
Gwen Benton, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Kevin Maloney, Deputy Attorney General  
Flora Peer, Administrative Specialist II

**MEMBERS ABSENT**

Eleanor Allione, Healthcare/Public Member  
Sandra Dole, Healthcare/Public Member

**PUBLIC PRESENT**

**CALL TO ORDER**

Mr. Salitsky called the meeting to order at 1:00 p.m.

**REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the minutes of the March 10, 2015 meeting. Mr. Salitsky made a motion, seconded by Mr. Quillen, to approve the minutes as presented. The motion carried unanimously.

**UNFINISHED BUSINESS**

**Public Rules & Regulations Hearing - Deliberation on Public Comments**

Mr. Maloney confirmed that there were no public comments received and noted that he prepared a draft Order based on the assumption that the Board would vote to adopt the regulations as proposed. Mr. Quillen made a motion, seconded by Ms. Ketterman, to approve the proposed regulations. The motion carried unanimously.

## **NEW BUSINESS**

### **RATIFICATION OF LICENSURE**

None

### **REVIEW OF APPLICATIONS FOR LICENSURE**

None

### **REVIEW OF AIT PROGRESS REPORTS**

Roneve Davis (final quarterly report)

Mr. Quillen reviewed Ms. Davis' AIT report for the Board. Mr. Quillen made a motion, seconded by Mr. Salitsky to approve Ms. Davis' final quarter AIT report. The motion carried unanimously.

Marquerite Falzone (final quarterly report)

Mr. Salitsky reviewed Ms. Falzone's AIT report for the Board. Mr. Salitsky made a motion, seconded by Ms. Ketterman, to approve Ms. Falzone's final quarter AIT report. The motion carried unanimously.

### **REVIEW of AIT SUMMARY REPORT**

Ms. Peer summarized the status report of the current AITs.

### **REVIEW OF CONTINUING EDUCATION APPROVAL REQUESTS**

E. Ray Quillen, "An Introduction to Exercises FEMA IS-00120a", Online Course, Requesting 5.0 CEUs

Mr. Salitsky reviewed Mr. Quillen's request for the Board. Mr. Quillen requested five continuing education credits for the course "An Introduction to Exercises FEMA IS-00120a". Mr. Salitsky made a motion, seconded by Mr. Bane, to approve the course for 5 CEUs. The motion carried by majority with Mr. Quillen recused.

William Peterson, "Conducting Serious Incident Investigations" April 15-16, 2015, Requesting 13.0 CEUs

Mr. Salitsky reviewed Mr. Peterson's request for the Board. Mr. Peterson requested thirteen continuing education credits for the course "Conducting Serious Incident Investigations". Mr. Salitsky made a motion, seconded by Mr. Bane to approve the course for 13 CEUs. The motion carried unanimously.

Lois Quinlan, "25th DHSS Nursing Leadership Team, Mentoring a New Generation of Nursing Leaders" March 12, 2015, Requesting 5.0 CEUs

Mr. Salitsky reviewed Ms. Quinlan's request for the Board. Ms. Quinlan requested five continuing education credits for the 25th DHSS Nursing Leadership Team, Mentoring a New Generation of Nursing Leaders". Mr. Salitsky made a motion, seconded by Ms. Ketterman, to approve the course for 5 CEUs. The motion carried unanimously.

Anna Short, "Quality Improvement (QI) Facilitation Skills for QI Project Facilitators" Jan 21-22, 2015, Requesting 12.0 CEUs

Mr. Salitsky reviewed Ms. Short's request for the Board. Ms. Short requested twelve continuing education credits for the course "Quality Improvement (QI) Facilitation Skills for QI Project Facilitators". Mr. Salitsky made a motion, seconded by Mr. Bane, to approve the course for 12 CEUs. The motion carried unanimously.

Anna Short, "Delaware Breast Cancer Update", April 22, 2015, Requesting 4.5 CEUs

Mr. Quillen reviewed Ms. Short's request for the Board. Ms. Short requested four and a half continuing education credits for the course "Delaware Breast Cancer Update". The Board discussed the request and found that the course did not pertain to Nursing Home Administration. Mr. Salitsky made a motion, seconded by Ms. Vaughn to deny Ms. Short's request. The motion carried unanimously.

Family Tree Care & Consultation, LLC, "Alzheimer's Disease & Dementia Care Seminar" August 8, 2015, Requesting 7.0 CEUs

Mr. Quillen reviewed Family Tree Care & Consultation's request for the Board. Family Tree Care & Consultation requested seven continuing education credits for the "Alzheimer's Disease & Dementia Care Seminar". Mr. Salitsky made a motion, seconded by Ms. Ketterman, to approve the request for 7 CEUs. The motion carried unanimously.

John Oppenheimer, "24th DHSS Nursing Leadership Conference: Nursing Leadership Summit 2014", March 20, 2014, Requesting 5.0 CEUs

Mr. Salitsky reviewed Mr. Oppenheimer's request for the Board. Mr. Oppenheimer requested five continuing education credits for the "24th DHSS Nursing Leadership Conference: Nursing Leadership Summit 2014". Mr. Salitsky made a motion, seconded by Mr. Bane to approve the request for 5 CEUs. The motion carried unanimously.

Eileen Mahler, "2015 Annual Employment Law Seminar" May 7, 2015, Requesting 4.0 CEUs

Mr. Quillen reviewed Ms. Mahler's request for the Board. Ms. Mahler requested four continuing education credits for the "2015 Annual Employment Law Seminar". Mr. Quillen made a motion, seconded by Ms. Ketterman, to approve the request for 4 CEUs. The motion carried unanimously.

Delaware Health Care Facilities Assoc. "Coding with ICD-10-CM in Long Term Care/Post-Acute Care", July 7-8, 2015, Requesting 14.0 CEUs

Mr. Quillen reviewed Delaware Health Care Facilities Association's request for the Board. Delaware Health Care Facilities Association requested fourteen continuing education credits for the course "Coding with ICD-10-CM in Long Term Care/Post-Acute Care". Mr. Salitsky made a motion, seconded by Ms. Ketterman, to approve the request for 14 CEUs. The motion carried unanimously.

**CORRESPONDENCE**

Tina Larose

Ms. Peer stated that Ms. Larose had completed AIT training in 2010 did not continue pursuing her Nursing Home Administrator license due to extenuating circumstances. Mr. Quillen stated that the Board needs additional information, Ms. Larose must submit a new application for the Board to review..

**PUBLIC COMMENT**

No public comment.

**NEXT SCHEDULED MEETING**

The next meeting is scheduled to be held on Tuesday, July 14, 2015 at 1:00 p.m. in the second-floor Conference Room B of the Cannon Building located at 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business, Mr. Salitsky made a motion, seconded by Ms. Ketterman, to adjourn the meeting at 1:30 p.m. The motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Flora Peer". The signature is stylized with a large, looped "F" and a cursive "P" and "EER".

Flora Peer  
Administrative Specialist II  
Board Liaison

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*